Secrt. II-27—30,004—24-10

Development (1945) Department.

MS SERIES.

Para M

G.O. No. 2099

Dated 30 5-45

[Despatch Abstract.]

Industries - Govt Silk Filature Kollegal-
Standing orders - Approved

C.P. 22.

Industries and Commerce. Department

From (Name) A. Khaleeli Esq., I.C.S.,

Designation Director of Industries and Commerce,

Station Chepauk, Madras.

722-D/45

Received 31 JAN 1945 Registered

To The Secretary to Government, Development Department, Madras.

Enclosures: One

No. D5-5138-44 dated 29th January, 1945

Sir.

Sub:- INDUSTRIES - Sericulture - Government Silk Filatures, Kollegal - Draft Standing Orders - Submitting.

I submit for the approval of Government draft standing orders for the Government Silk Filatures, Kollegal. The standing orders are similar to those of the Kollegal Silk Filatures approved in G.O.No.Ms.4555 Development dated 25-10-1944 except the standing orders Nos. 3 and 4 which deal with the strength and wages of labourers. The maximum rate of wages provided in Standing Order Nos. 3 and 4 is higher by 1 anna than that provided for Kollegal Silk Filatures in the case of unskilled and certain skilled workers and by 2 annas in the case of silk cleaners. Similarly the minimum rate of wages is higher by 1 anna in the case of certain unskilled and skilled workers. Even these rate of wages are according to General Manager rather low. I suggest that the Standing Orders now submitted be approved.

To maintain uniformity in wage levels, I shall submit proposals separately for amending Standing Orders Nos. 3 and 4 relating to the Kollegal Silk Filatures.

MVal/218(F)

for Director of Industries and Commerce.

kcv. 30/1.

(Draft)

STANDING ORDERS:- Govt. Silk Filatures, Kollegal.

1. The General Manager, Government Silk Filatures is responsible for the control of labour and for the efficient management and working of the filatures.

2. Staff:- The sanction of Government is required for the creation of posts carrying monthly salaries in the regular establishment such as Foremen, Assistants, Clerks or menials.

All appointments to the executive and clerical posts in the non-gazetted rank shall be made as laid down in the Government Orders sanctioning the posts.

3. Unskilled labourers:- The number of unskilled labourers and the amount of daily wages admissible to them will be as follows. To cope with the increased production or on special occasions, unskilled labourers whose services have been found to be satisfactory and who have gained sufficient experience in the work will, at the discretion of the General Manager, be classified as skilled labourers.

	Strength.	Minimum wages per day.	Maximum wages per day.
Men.	150	0- 6- 0	0-10- 0
Women.	100	0- 6- 0	0- 8- 0

4. Skilled Workers:- The maximum strength of skilled workers that may be employed and the rate of wages payable to them will be as follows:

	Strength.	Minimum wages per day.	Maximum wages per day.
Reelers.	424	0- 6- 0	0-10- 0
Cookers.	212	0- 6- 0	0- 8- 0
Knotters (children)	212	0- 4- 0	0- 5- 0
Silk cleaners.	100	0- 6- 0	0- 9- 0
Cocoon sorters.	120	0- 6- 0	0- 8- 0
Waste cleaners.	100	0- 6- 0	0- 8- 0

Note:- The General Manager is empowered to employ casual labourers as and when found necessary. Any increase in the sanctioned strength of regular skilled or unskilled labourers should have the approval of the Director of Industries and Commerce.

The General Manager is empowered to appoint, suspend, reduce, fine, discharge or dismiss skilled workers and unskilled labourers in their various grades and fix the initial rate of wages with due regard to the nature and responsibility of the work. He is also competent to grant annual increments to them within the maximum rates of wages.

5 Hours of attendance:- The hours of work are from 8-30 A.M. to 1 P.M. and from 2-P.M. to 6-30 P.M.

Late attendance:- In the mornings tickets of labourers coming late will be collected in the first late box from 8-32 A.M. to 8-40 A.M. and in the second into box from 8-40 A.M. to 8-50 A.M. In the afternoon the tickets of labourers coming into will be collected in one box only from 2-2P.M. to 2-10 P.M. No labourer will be allowed to come in after 8-50 A.M. and 2-10 P.M. Arrangement will be made to receive the discs in two or three places if found necessary.

Penalty for late attendance:- Labourers dropping their tickets in the late box in the mornings and afternoons will lose wages proportionate to the actual period of absence.

6. Record of Service:- A record of service of the labour employed shall be maintained in C.F.235.

7. Grant of leave with wages:- (a) After three years' satisfactory service, ten days leave including leave taken owing to sudden and unforeseen circumstances will be granted on full pay in any one

p.t.o

alendar year.

Note: For the purpose of calculating eligibility for the leave, absence with permission up to six months in any calendar year will be counted as service.

(b) Leave will be liable to forfeiture for misconduct breach of rules and regulations or for negligence or slackness of work and participation in illegal labour strikes.

(c) The grant of leave will be subject to the exigencies of service and cannot be claimed as of right.

8. Grant of wages on holidays:- Workmen, both skilled and unskilled, may be granted wages for five holidays in the year. Three of these holidays will be Pongal, Deepavali and New Year's day, and the other two days will be fixed by the General Manager after consulting the wishes of the workers. Wages for these five holidays will be paid even when they fall on Sundays.

9. Notice of termination of service:- If workmen are engaged for a special job, their engagement will cease without notice when the work on which they are employed is finished. In all other cases, if dismissed otherwise than for misconduct after two years' continuous service, they will be given a week's notice. The General Manager will have power to dismiss workmen for misconduct without any notice.

10. The General Manager is empowered to employ labourers overtime or on holidays at his discretion and pay overtime wages at the ordinary daily rates. But in employing overtime work, the provisions of section 27 of the Indian Factories Act, should not be infringed. No member of the establishment who is drawing a monthly salary shall be eligible for overtime fees.

11. Write off of losses due to bad workmanship and their treatment in accounts:- The General Manager may recover losses on account of bad workmanship from the person responsible for the loss or mishandling of the articles during the course of various operations in the factory.

Sanction of the Director of Industries and Commerce is necessary for writting off losses in respect of bad workmanship. The powers of the Director of Industries and Commerce, in this respect will be the same as those laid down in paragraph 14 (IX) of the Standing Orders.

12. Purchase of Stores:- The purchase of stores should be made with reference to the rules regulating the purchase of stores for Madras Provinces subject to the limit of funds placed at the disposal of the Manager.

For purposes of normal stock requirements, the General Manager may purchase upto a limit of Rs.200/-. The sanction of the Director of Industries and Commerce should be obtained for purchases exceeding this limit. The limits refer to the cost of each article or any number of articles of anyone kind purchased at one time.

13. Purchase of raw materials (Cocoons):- The General Manager is empowered to purchase cocoons as and when required at the Government Cocoon markets at the controlled prices upto the quantity required for running the filatures and for stock subject to the budget provision.

14. Stock Accounts:- Separate stock accounts or inventories should be maintained of:-

(a) Raw materials and expendible stores.
(b) Office furniture such as chairs, tables, racks, stools, benches, trays, etc. and other office stores excluding books, forms and articles of stationery but including livestock and other stores and movable properties in the custody of each officer such as iron safes, locks, scales, weights, machines, lamps, bicycles, clocks, etc.

(ii) A stock account of these stores should be maintained in the forms prescribed therefor. All stores should be brought into accounts as soon as they are purchased. The registers should be written up from day to day and duly maintained.

Note: The issue of stores should be on indents duly passed by an authorised officer.

(iii) The value of stores recorded in the books shall not be materially in excess of the market value of the stores. Revaluation should be made by the General Manager on the first April of every year with reference to the market rates prevailing on that date.

(iv) Stores must not be held in excess of requirements for a reasonable period. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise. The previous sanction of the Director should be obtained to the disposal of stores regarded as surplus

(v) Stores may become unserviceable in the following ways:-

1. By fair wear and tear.
2. By avoidable carelessness or misuse etc.

A loss of the value of the stores due to avoidable premature unserviceability is a loss of the character to be dealt with under Article 294 M.F.C. Volume I and the procedure prescribed therein should be strictly followed in reporting such losses.

(vi) Losses due to depreciation must be analysed and recorded under the following heads according as they are due to:-

1. Normal fluctuations of market prices.
2. Fair wear and tear.
3. Lack of foresight in regulating purchases.
4. Neglect after purchase.

(vii) Losses not due to depreciation should be grouped under the following heads:-

1. Losses due to fraud or theft.
2. Losses due to neglect.
3. Losses due to an act of God.
4. Anticipated losses on account of surplusage of obsolate store or of purchases in excess of requirements.
5. Unavoidable causes such as wastage, shrinkage and spilling, etc.

(viii) The sanction of Government should be obtained to the condemnation of articles the purchase of which was sanctioned by Government, while the sanction of the Director of Industries and Commerce should be obtained in the case of all other articles.

(ix) All losses should be classified under the above heads and proposals submitted to the Director of Industries and Commerce for writing off their values, each class of loss being explained in detail even though correction or adjustment of accounts is involved. The Director may sanction losses upto the extent of Rs.500/- at a time. The sanction of Government should be obtained in the cases of losses exceeding Rs.500/-. The Director's powers to write off upto Rs.500/- are subject to the general condition laid down in Appendix 23 of the Madras Finance Code, Volume II.

(x) A certificate to the following effect should be recorded in sanctioning the write off of losses due to depreciation on account of fair wear and tear:-

"Certified that I have satisfied myself that each item written off in these proceedings has become unserviceable in the ordinary course through proper usage or by fair wear and tear".

p.t.o.

(xi) Condemnation of stores as unserviceable under (v)(1) and (2) should not be recorded together but separately in different orders. Such orders should state how the items are to be disposed of whether, if irreparable, by sale or by destruction. The sale proceeds of "unserviceable stores of capital nature should be credited to the concern to the proper head of account.

(xii) Suitable lists of unserviceable materials should be kept from which their disposal can be watched.

15. Verification of Stores: The rules regarding the verification of stores laid down in Articles 143 and 144 Madras Finance Code, Volume I should be observed. Stores will be verified annually by the Director of Industries and Commerce or any other Gazetted Officer deputed by the Director for the purpose at the time of annual verification. The verifying officer should verify the entries in the stock verification sheets or the entries in the stores ledgers at the time of verification.

16. Office contingencies:- The General Manager has full power to incur charges on all ordinary and recognised items of contingencies subject to the observance in regard to certain items of any special restrictions, rules limits, scales etc. from time to time laid down by Government. - See Article 93 of Madras Finance Code Volume I and Appendix 7 of Volume II

17. Printing:- All standardised forms should be obtained from the Superintendent, Government Press on indents through the Director of Industries and Commerce.

The General Manager may print at private presses any non-standardised forms, if the Superintendent, Government Press, cannot supply them at the rates quoted by the Private Presses.

18. The rules in Appendix 9 of the Madras Financial Code, Volume II regulate the supply of stationery and printing stores to the Filatures.

Repairs to buildings:- The Director of Industries and Commerce may sanction repairs to buildings subject to the maximum not exceeding one and half per cent per annum (for ordinary repairs) and half per cent per annum (for special repairs) on the original cost or estimated original cost. An estimate of repairs should be submitted by the General Manager to the Director for sanction at the beginning of every year. The General Manager may carry out all repairs necessary to machinery subject to the same percentage as for depreciation as fixed in G.O.No.1941 dated 13-11-1924. But any individual repairs involving an expenditure of Rs.100/- and over will require the sanction of the Director of Industries and Commerce.

20. Law suits:- If need arises for any civil suits, the General Manager will obtain the sanction of the Director of Industries and Commerce for institution of such suits.

21. Capital expenditure:- All capital expenditure requires the sanction of Government.

22. Accounting Procedure:- The accounts will be maintained in the forms prescribed by the Accountant-General, Madras.

23. Gratuity:- Gratuity on retirement will be allowed to all labourers on the following scale under the following conditions after the receipt of the sanction of the Director of Industries and Commerce.

One months wages for fifteen years' service.
Two months' wages for sixteen to twenty years' service.
Six months' wages for over thirty years subject to the following conditions.
Three month's wages for twenty one to thirty p.t.o. years' service

Dev. Dept

Memo No Y229 D/45-1d 10.2.45

Sub Labours - Govt Silk Dilaies Kollegal
Standing Orders - Draft.

Ref From the DIGE No Ds-5136/44 dated 29.1.45

It has been suggested that the workmen employed in the two Silk Dilaies at Kollegal are paid dearness allowance at the rate prescribed by the Govt and that there is no justification to varying the basic wages for the workmen approved in the Standing orders for the Kollegal Silk Dilaies. The DIGE is requested to report whether, in the light of this suggestion, he has any objection to Standing orders No 374 of the Govt Silk Dilaies being the same as they stand as that of the Kollegal Silk Dilaies.

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R.I.3.45

22535D/45

C.E. 82.

Department

From (Name) A. Khaleeli, Esq., ICS.,

Designation Director of Industries & Commerce,

Station Madras.

Received ... Registered ...

10 APR 1945

The Secretary to Government,

Development Department.

Enclosures:

No. D.1.5138/44. dated 8th April 1945.

Sir,

Sub: Industries - Government Silk Filatures, Kollegal - Standing Orders - Draft -

Ref: Govt. Memo.No.7229-D/45-1 Development dated 10-2-45 -

In the Memo. cited, Government have asked whether Standing Orders 3 & 4 of the Kollegal Silk Filature may, as they stand at present, be adopted for the Government Silk Filature. As I have already explained, the rates of wages provided in Standing Orders 3 & 4 proposed for the Government Silk Filature are higher than in the case of Kollegal Silk Filature by an anna or two in certain cases. Considering the high cost of living prevailing in the locality even these rates of wages must be considered low. The payment of Dearness Allowance is not special to Kollegal and even taking this allowance into account the total emoluments earned by the workers must be considered inadequate. As a few of the workers are now drawing wages at higher rates viz., silk cleaners (A class), a

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revision at this stage of the rates of wages for the above labourers atleast is to be deprecated. Government are aware that Kollegal is an out-of-the-way place and that labour is not procurable easily. Attractive wages should, therefore, be paid if the labourers are to stick on to their jobs. In these circumstances, I strongly recommend that Standing Orders 3 &4 already suggested by me for the Government Silk Filature may be accepted. The Standing Orders 3 & 4 relating to Kollegal Silk Filature may also be revised suitably.

for Director of Industries & Commerce.

s.n.

13 Dev. Dept

Assistant Secretary

Subject: Industries Secretariat - Government Silk Dilatures, Kollegal — Standing Orders - Approved

Read: from the DIR No D5-5138-44 dated 29.1.1945 and No D1-5138-44 dated 8.4.45.

Order No 2099 HS Dev. dated 30.5.45

The draft standing orders relating to the Government Silk Dilatures, Kollegal submitted by the DIR are approved as amended, and appended to this order.

2. The Government consider

pp 1-7 of
pp 11-12 of

pp 3-7 of
order at p6 of

14

that the rates of dearness allowance ~~shall~~ be reviewed by them from time to time - adequately compensate the labourers for the higher cost of living. As per Appendix A

They ~~are~~ direct that the ~~rates~~ of wages as the basis of Wages for the labourers in the Coal Sale Depots Kolleal should be the same as those for the labourers in the Kolleal Sale Depots, Kolleal at Vizagapatam etc.

pp 21 of (F)

Sd/- [illegible] 5/6/45

Sd/- [illegible] Members

Sd/- [illegible] Members

To the Director

A.G. (Mines) Dhn.

Copy to S.F.

Appendix

(Copy of Standing Orders as approved.

approved) as

pp 23-27 below

15-19

P 70

Dhn 24/5/45

(Draft) Appendix

STANDING ORDERS:- Govt. Silk Filatures, Kollegal.

1. The General Manager, Govt. Silk Filatures is responsible for the control of labour and for the efficient management and working of the filatures.

2. Staff:- The sanction of Government is required for the creation of posts carrying monthly salaries in the regular establishment such as Foremen, Assistants, Clerks or menials.

All appointments to the executive and clerical posts in the non-gazetted rank shall be made as laid down in the Government Orders sanctioning the posts.

3. Unskilled labourers:- The number of unskilled labourers and the amount of daily wages admissible to them will be as follows. To cope with the increased production or on special occasions, unskilled labouers whose services have been found to be satisfactory and who have gained sufficient experience in the work will, at the discretion of the General Manager, be classified as skilled labourers.

	Strength.	Minimum wages. Per day.	Maximum wages. Per day.
Men.	150	0--6--0	0--9--0
Women.	100	0--5--0	0--7--0

Skilled workers:- The maximum strength of skilled workers that may be employed and the rate of wages payable to them will be as follows:

	Strength.	Minimum wages per day.	Maximum wages per day.
Reelers.	424	0--6--0	0--10--0
Cookers.	212	0--5--0	0--7--0
Knotters (children).	212	0--4--0	0--5--0
Silk cleaners.	100	~~0--6--0~~ 0--5--0	0--7--0
Cocoon sorters.	120	0--5--0	0--7--0
Waste cleaners.	100	0--5--0	0--7--0

Note: The General Manager is empowered to employ casual labourers as and when found necessary. Any increase in the sanctioned strength of regular skilled or unskilled labourers should have the approval of the Director of Industries and Commerce.

The General Manager is empowered to appoint, suspend, reduce, fine, discharge or dismiss skilled workers and unskilled labourers in the various grades and fix the initial rate of wages with due regard to the nature and responsibility of the work. He is also competent to grant annual increments to them within the maximum rates of wages.

5. Hours of attendance: The hours of work are from 8-30 A.M. to 1 P.M. and from 2 P.M. to 6-30 P.M.

Late attendance:- In the mornings tickets of labourers coming late will be collected in the first late box from 8-32 A.M. to 8-40 A.M. and in the second into box from 8-40 A.M. to 8-50 A.M. In the afternoon the tickets of labourers coming into will be collected in one box only from 2-2 P.M. to 2-10 P.M. No labourer will be allowed to come in after 8-50 A.M. and 2-10 P.M. Arrangement will be made to receive the discs in two or three places if found necessary.

Penalty for late attendance:- Labourers dropping their tickets in the late box in the mornings and afternoons will lose wages proportionate to the actual period of absence.

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7. Grant of leave with wages:- (a) After three years' satisfactory service, ten days leave including leave taken owing to sudden and unforeseen circumstances will be granted on full pay in any one calendar year.

Note: For the purpose of calculating eligibility for the leave, absence with permission up to six months in any calendar year will be counted as service.

(b) Leave will be liable to forfeiture for misconduct breach of rules and regulations or for negligence or slackness of work and participation in illegal labour strikes.

(c) The grant of leave will be subject to the exigencies of service and cannot be claimed as of right.

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10. The General Manager is empowered to employ labourers overtime or on holidays at his discretion and pay overtime wages at the ordinary daily rates. But in employing overtime work, the provisions of section 27 of the Indian Factories Act, should not be infringed. No member of the establishment who is drawing a monthly salary shall be eligible for overtime fees.

11. Write off of losses due to bad workmanship and their treatment in accounts The General Manager may recover losses on account of bad workmanship from the person responsible for the loss or mishandling of the articles during the course of various operations in the factory.

Sanction of the Director of Industries and Commerce is necessary for writing off losses in respect of bad workmenship. The powers of the Director of Industries and Commerce, in this respect will be the same as those laid down in paragraph 14 (IX) of the Standing Orders.

12. Purchase of Stores:- The purchase of stores should be made with reference to the rules regulating the purchase of stores for Madras Province subject to the limit of funds placed at the disposal of the Manager.

For purposes of normal stock requirements, the General Manager may purchase upto a limit of Rs.200/ The sanction of the Director of Industries and Commerce should be obtained for purchases exceeding this limit. The limits refer to the cost of each article or any number of articles of anyone kind purchased at one time.

13. Purchase of raw materials (Cocoons):- The General Manager is empowered to purchase cocoons as and when required at the Government Cocoon markets at the controlled prices upto the quantity required for running the filatures and for stock subject to the budget provision.

14. Stock Accounts:- Separate stock accounts or inventories should be maintained of:-

(a) Raw materials and expendible stores.

(c) Office furniture such as chairs, tables, racks, stools, benches, trays, etc. and other office stores excluding books, forms and articles of stationery but including livestock and other stores and movable properties in the custody of each officer such as iron safes, locks, scales, weights, machines, lamps bicycles, clocks etc.

(ii) A stock account of these stores should be maintained in the forms prescribed thereefor. All stores should be brought into accounts as soon as they are purchased. The registers should be written up from day to day and duly maintained.

Note-- The issue of stores should be on indents duly passed by an authorised officer.

(iii) The value of stores recorded in the books shall not be materially in excess of the market value of the stores. Revaluation should be made by the General Manager on the first April of every year with reference to the market rates prevailing on that date.

(iv) Stores must not be held in excess of requirements for a reasonable period. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise. The ~~permission~~ previous sanction of the Director should be obtained to the disposal of stores regarded as surplus.

(v) Stores may become unserviceable in the following ways:-

1. By fair wear and tear.
2. By avoidable carelessness or misuse etc.

A loss of the value of the stores due to ~~avoidable~~ premature unserviceability is a loss of the character to be dealt with under Article 294 M.F.C. Volume I and the procedure prescribed therein should be strictly followed in reporting such losses.

(vi) Losses due to depreciation must be analysed and recorded under the following heads according as they are due to.--

1. Normal fluctuations of market prices.
2. Fair wear and tear.
3. Lack of foresight in regulating purchases.
4. Neglect after purchase.

(vii) Losses not due to depreciation should be grouped under the following heads:--

1. Losses due to fraud or theft.
2. Losses due to neglect.
3. Losses due to an act of God.
4. Anticipated losses on account of surplusage of obsolete stores or of purchases in excess of requirements.
5. Unavoidable causes such as wastage, shrinkage and spilling, etc.

(viii) The sanction of Government should be obtained to the condemnation of articles the purchase of which was sanctioned by Government, while the sanction of the Director of Industries and Commerce should be obtained in the case of all other articles.

(ix) All losses should be classified under the above heads and proposals submitted to the Director of Industries and Commerce for writing off their values, each class of loss being explained in detail even though correct or adjustment of accounts is involved. The Director may sanction losses upto the extent of Rs.500 at a time. The sanction of Government should be obtained in the cases of losses exceeding ~~xxx~~ Rs.500. The Director's powers to write off upto Rs.500/- are subject to the general condition laid down in Appendix 23 of the Madras Finance Code, Volume II.

(x) A certificate to the following effect should be recorded in sanctioning the write off of losses due to depreciation on account of fair wear and tear.

"Certified that I have satisfied myself that each item written off

orr' in these proceedings has become unserviceable in the ordinary course through proper usage or by fair wear and tear".

(xi) Condemnation of stores as unserviceable under (v) (1) and (2) should not be recorded together but separately in different orders. Such orders should state how the items are to be disposed of whether, if irreparable, by sale or by destruction. The sale proceeds of unserviceable stores of capital nature should be credited to the concern to the proper head of account.

(xii) Suitable lists of unserviceable materials should be kept from which their disposal can be watched.

15. Verification of Stores. The rules regarding the verification of stores laid down in Articles 143 and 144, Madras Finance Code, Volume I should be observed. Stores will be verified annually by the Director of Industries and Commerce or any other Gazetted Officer deputed by the Director for the purpose at the time of annual verification. The verifying officer should verify the entries in the stock verification sheets or the ~~entries~~ entries in the stores ~~xx~~ ledgers at the time of verification.

16. Office contingencies.-- The General Manager has full power to incur charges on all ordinary and recognised items of contingencies subject to the observance in regard to certain items of any special restrictions, rules, limits, scales etc. from time to time laid down by Government - See Article 93 of Madras Finance Code Volume I and Appendix 7 of Volume II.

17. Printing:-- All standardised forms should be obtained from the Superintendent, Government Press on indents through the Director ~~of~~ of Industries and Commerce.

The General Manager may print at private ~~press~~ presses any non-standardised forms, if the Superintendent, Government Press, cannot supply them at the rates quoted by the Private Presses.

18. The rules in Appendix 9 of the Madras Financial Code, Volume II regulate the supply of stationary and printing stores to the Filatures.

A' 19 Repairs to buildings.-- The Director of Industries and Commerce may sanction repairs to buildings subject to the maximum not exceeding one and half per cent ~~k~~per annum (for ordinary repairs) and half per cent per annum (for special repairs) on the original cost or estimated original cost. An estimate of repairs should be submitted by the General Manager to the Director for sanction at the beginning of every year. The General Manager may carry out all repairs necessary to machinery subject to the same percentage as for depreciation as fixed in G.O.No. 1941 dated 13.11.1924 . But any individual repairs involving as expenditure of Rs.100/- and over will require the sanction of the Director of Industries and Commerce.

20 Law suits.-- If need arises for any civil suits, the General Manager will obtain the sanction of the Director of Industries and Commerce for institution of such suits.

21. Capital expenditure.-- All capital expenditure requires the sanction of Government.

22. Accounting Procedure.-- The accounts will be maintained in the forms prescribed by the Accountant-General Madras.

23. Gratuity.-- Gratuity on retirement will be allowed to all labourers on the following scale under the following conditions after the receipt of the sanction of the Director of Industries and Commerce.

One months wages for fifteen years' service.
Two months' wages for sixteen to twenty years' service.
Three months wages for twenty one to thirty years' service.
Six months' wages for over thirty years subject to the following conditions.

19 47

(a) Service to be efficient faithful and continuous.
(b) Non-participation in illegal labour strikes.

N.B.-- (i) For purposes of calculating gratuity, one months' wages should be taken as the average of the last twelve months' wages
(ii) the break in service on account of "turn duty" or "part time work" will not count as service qualifying for gratuity. The General Manager is however empowered to condone such breaks in deserving cases. If so, condoned such breaks will not be regarded as rendering the service/service qualifying for gratuity.

[discontinuous, but will be disregarded in calculating the length of]

Explanatory note.-- The concession allowed in this standing order is subject to the condition that the Government/will continue to run the factory uninterruptedly for the period specified.

B' plant of Madras

24. **Maternity** Benefit.-- The General Manager is empowered to pay maternity benefit in such cases as conform to the provisions of law laid down in the Maternity Benefit Act and the rules under the Act.

25- Del stand, add 25. Pl see P.O no Lab 31 Dec d 25-10-45

22.5.45

Dev Dept

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Sub: Industries - Govt. Silk Filatures, Kollegal - Standing orders -
Proposals of D. I & C.

C 7229-D/45 Ref: Fin. (Ind. D) I & C. No. DS-3138-46 dtd 29-1-46

The Govt. Silk Filatures, Kollegal are the property of H.H. the Maharaja of Mysore and are managed by the Industries & Commerce Department. The factory is run by the Provincial Govt. on the basis of a commercial concern like the Kerala Soap Institute, Calicut, Govt. Oil Factory, Calicut, Industrial Engineering Workshops etc. The D. I & C. have now submitted for the approval of the Govt. a draft of standing orders for regulating the work of the factory.

2. The draft standing orders are drawn on the models of those approved by the Govt. in respect of the Kollegal Silk Filatures. The only points of difference mentioned at item 1 (b) (i) of the D. I & C. proposals are that the wages proposed are higher (presumably with reference to the prevailing market rates) and that the D. I & C. propose to revise the standing orders of the Kollegal Silk Filatures to bring them into uniformity with the other orders. The average monthly wages of any class of skilled labour does not exceed Rs. 16-4-0. As this maximum is below the limit of Rs. 28/- fixed in Appendix 7, clause 37 of the M.F.C. Vol. II, the previous sanction of the Govt. for increasing the strength of skilled labour may be dispensed with and the proposal of the D. I & C. accepted.

No remarks are called for in respect of the draft standing orders submitted by the D. I & C. at pp. 3-7 of the file, as similar orders were approved after detailed examination in the case of the Kollegal Silk Filatures. They may be approved. Subject to orders, a draft order is submitted below for approval. It may be sent to Finance for acceptance.

It is understood that the Sela Khana and Kollegal Dearness Allowance to the workmen employed in these factories are not at present the same as in the Mysore Silk Factory. It does not appear that the increase proposed in the basic wages for this locality in addition to Dearness Allowance would be sufficient to bring the total emoluments of the workmen in the Kollegal factories to the same level as in the Mysore Silk Factory. This point may perhaps be put to the D. I & C.

for clarification. A draft memo to [illegible] is now prepared.

Standby Order No 23 — Gratuity: The Mines Tribunal are [illegible] agents of the Tribunal in the UK in running the fisheries. Under the existing order the agreement to manage the Silica Fisheries is for a period of three years (from the date of commencement of production) or till the [illegible] season immediately following the termination of hostilities whichever is earlier. It is therefore not certain whether the fishery will continue to be run by the Tribunal after the war. In the circumstances, it would seem inadvisable to provide for payment of Gratuity to workmen. As the liability will [illegible] only after 3 years of service of workmen it is desirable to include such a provision in the Standby Orders, so that there might be no distinction with regard to conditions of service between the two Silica fisheries for [illegible].

i. The point raised as regards wages in P1 above may be put to the D.E.C.

ii. The point raised as regards S.O. 23 merits consideration but would apply to a lesser degree elsewhere e.g. to Rule 7. The point in fact raises the general one as to whether or not Govt. would be legally justified to bind the party from whom the Fisheries was temporarily requisitioned to any S.O.s of this nature. The answer would seem to be obviously in the negative. The best course would be to [illegible] delete so as above in this connection [illegible] matters of such as S.O. would relate strictly to disciplinary matters in the fact that there is little likelihood of Govt. continuing to run the Fisheries for any length of time. Alternatively X above would be accepted and a preamble affixed to the S.O.s if considered necessary, bearing in mind that these rules refer only to such period as Govt

as Govt. run the filature, and do not bind its successors to the arrangement Such a resolution would be a statement of the obvious, but would eliminate any such [illegible] change of arrangement [illegible] as might result in accepting the Y'day's P.2 above. [illegible]

[illegible] [illegible] [illegible] 9/4/45

[illegible] [illegible] [illegible] [

The draft standing orders 3 & 4 will be accepted. See below

The case may be sent to the Dept for remarks on this point as also on the draft S.Os

S.Os

13.4.45
15

The D I C was asked why the hours wages as incorporated in the draft S.O.s should be higher than in the Govt Filatures than in the Kollegal Filatures. He has replied by suggesting that the wages in the Kollegal Filatures should also be raised instead. There would seem to be no real justification, as pointed out by the Director, for bringing it with the present; and after the standing orders as in addition the S.O.s would (No. 3 & 4) should be altered to be the same as the equivalent S.O.s in the Kollegal filatures. A copy

16 ans

A

S.O.s

As regards Clause 2-3 it would be most clear if an explanatory note that the Conversion allowance therein is subject to the Conditions that it is not admissible for the period of

Dw 2.0. 72293/4 30.4.4

Financial Accts Br.

This dept may agree with Dcsr. Secy's suggestions as regard to Standing orders 3, 4 & 23) at A + B on p. 4 above. The other draft standing orders follow the Standing orders of the Kollegal Silk Filatures, Kollegal.

pp. 21-25 c.f. 4(F)

No. Special remarks are called for.

This Pen. cases

C.S.R. by Mr. Mis

ASI

DS

Dcsr

Dcsr. Dept

above.

F 20907 Acc/TB-1

4-5-45

28119 D/45

5.5.45

To Addl. Secy

This file relates to the draft standing orders in respect of the Govt. Silk Filatures, Kollegal, submitted by the D.I.G. at pp 3 c/f for the approval of the Govt.

pp 1-7 of F

pp 3-7 c/f

p 19 c/f (F)

The draft standing orders follow generally the Standing orders already approved by the Govt. for the Kollegal Silk Filatures, and the factory at Kollegal except in regard to the rates of wages for the skilled and unskilled workers. This department considers that, for the reasons stated at 'Y' on p 1 above and at A on p 4 above, the proposal of the DIG to revise the basic wages of the labourers at Kollegal is not acceptible. The rates of wages now in force in the Kollegal Silk Filatures will be made applicable to the new Silk Filatures also and drafts of Standing Orders No 3 & 4 will be suitably modified for this purpose.

M on p 1 c/f

S.O.s 3 & 4 at p 21 c/f (F)

p 3 c/f

As the Government Silk Filatures are

(P)

~~above no 3 and 4 at p 3 c/f~~

~~No remarks are called for on the other draft Standing orders, except as to~~
~~No 23 which may be modified as indicated by the copy at Bangalore~~
~~9.5.45~~

owned by H.M.G. in the United Kingdom and as it is not certain that it will be managed by the Government of Madras even after the war, it is considered necessary, by way of caution, to insert a Note under Standing order No 23, relating to Gratuity, as indicated at B on p 4 above. Finance Dept have agreed to both the amendments proposed by this department to the draft Standing orders submitted by the D.I.G. and to the other draft Standing orders.

A p 7 c/f

f B on p 4 ab.

kp of p 5 abov

It is now for orders whether the proposed Note at B is to be added to the Standing orders for the Queen Victoria Jubilee Technical Institute, Bombay, as indicated above.

kp 1 - 2 c/f

X

~~SM~~ 10.5.45

~~X above requires the approval of Government~~

S/A

~~Draft Standing orders for the Institute are submitted herewith for approval.~~

~~Draft Standing orders for the Institute are submitted herewith for approval.~~

~~Draft Standing orders for the Institute are submitted herewith for approval.~~